



# Illinois Department of Transportation

## Memorandum

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To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS  
From: Dianna L. Taylor  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: October 5, 2015

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement October 6, 2015 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m. on Tuesday, October 20, 2015**. Applicants will not be accepted after that time and date.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Halie Zulauf or Denise Hamilton at 217/782-5594.

TM IV

Senior Budget Analyst  
Bureau of Budget & Fiscal Management  
Office of Finance & Administration  
Springfield

Attachments  
40578

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) by **Tuesday, October 20, 2015**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.



An Equal Opportunity Employer

## Position Summary Sheet

**Classification:** Technical Manager IV

**Salary Range:** \$5,015 - \$9,155

**Position Title:** Senior Budget Analyst

**Union Position:** ☒ Yes ☐ No

**Position Number:** PW414-23-40-101-20-01

**IPR#:** 40578

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**Office/Central Bureau/District/Work Address:**

Finance & Administration/Bureau of Budget & Fiscal Management/2300 S. Dirksen Parkway, Springfield, IL

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**Description Of Duties:**

This position is responsible for the development and analysis of portions of the Department's operating budget. S/He is also responsible for quarterly assessments of the current fiscal year's spending needs for the majority of the Central Administration & Planning offices and bureaus, as well as coordination and completion of the Illinois State Legislature (ISL) forms.

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**Special Qualifications:**

***The following criteria is desired:***

- Knowledge, skill and mental development equivalent to the completion of four years of college preferably with major courses in accounting, finance or public administration
- Five years' experience in accounting, finance or public administration
- Proficiency in Microsoft Office Suite, with an emphasis on Excel
- Ability to maintain harmonious relationships with employees and agency officials
- Strong organizational skills and strict attention to detail

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**Shift/Remarks:**

8:00 am - 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	May 11, 2015	<b>POSITION:</b>	Senior Budget Analyst
<b>APPROVED BY:</b>	<u>Joanne Woodworth</u>	<b>OFFICE:</b>	Finance & Administration/Bureau of Budget & Fiscal Management/Budget Section
<b>CODE:</b>	PW414-23-40-101-20-01	<b>REPORTS TO:</b>	Budget Development Coordinator

***Position Purpose***

This position is accountable for all activities necessary to collect, format, analyze and make recommendations for departmental operating budgets. It is responsible for quarterly assessments of the current fiscal year's spending needs for the majority of the Central Administration & Planning offices and bureaus. Coordination and completion of the Illinois State Legislature (ISL) forms is handled by this position.

***Dimensions***

Departmental Budget	\$16.95 Billion
Operating Budget	\$2.8 Billion
ISL Forms	1,000 Pages
Budgets Reviewed	35
Budgets Developed	9
Budgets Spending Projections	9
Budget Development Database	System Maintenance/Changes

***Nature and Scope***

This position reports to the Budget Development Coordinator.

The budget development cycle begins with the preparation of detailed instructions and other items to be sent to departmental organizations in August. This position is instrumental in recommending changes to the budget instructions, other budget items, and budget development applications (BDA) to accept new or modified data. Changes to the BDA tables involve working closely with staff from the Bureau of Information Processing (BIP). As departmental budget requests are sent to Bureau of Budget and Fiscal Management (BFM), the incumbent analyzes assigned budgets and makes recommendations for changes to the Budget Development Coordinator. Additionally, the incumbent works directly with various central bureaus/offices to develop non-personnel funding requests, entering requests into the BDA system. This involves working closely with budget liaisons from the bureaus/offices as well as the bureau management.

Typical problems and greatest challenges include combining individual departmental budgets for review and approval by the Director of the Office of Finance and Administration and the Secretary and subsequent submittal to the Governor's Office of Management and Budget (GOMB). The incumbent assists in developing supporting information on particular parts of the operating budget to be used in defense of the request and makes necessary budget changes in the BDA system.

Following the budget submittal to GOMB, this position assumes the lead completing the Illinois State Legislature (ISL) budget forms required by legislative staffs. S/He completes and/or assists in completing forms and narrative questions, and coordinates the completion by other departmental staff of assigned forms and budget narrative questions to ensure timely completion. This position assists in developing briefing materials to be used by departmental staff for House/Senate budget hearings and responds to legislative staff questions. During the legislative process up to signing of the departmental budget, this position tracks various

**Senior Budget Analyst**  
**OF&A/Bureau of Budget and Fiscal Management**

bills/amendments affecting the Department's budget and provides summaries of changes to bureau management. This position works with departmental staff and staff from the Legislative Research Unit (LRU) to complete an annual review of federal funds for the LRU and assists in the completion of any follow-up informational requests. On a quarterly basis, the incumbent works with assigned central bureaus/offices to assess current year spending and future needs to assist in determining potential budget surpluses or deficits, which may require appropriation transfers throughout the year. The incumbent periodically reviews personnel reports to reconcile departmental headcount information. From time to time, special projects will be requested.

This position has general latitude to accomplish responsibilities. S/He is constrained by applicable departmental/state/federal guideline and regulations. Matters of a unique nature are referred to the supervisor with recommendations for resolution.

Internal contacts include staff at all levels to seek information for development of the departmental budget. External contacts include the GOMB, legislative staffs, and the Comptroller's Office.

The effectiveness of this position will be measured by the quality and timeliness of efforts related to budget development; operating budget requests made to the Secretary and GOMB; completion of the ISL budget forms for the state legislature; and the quarterly monitoring of current fiscal year spending projections.

***Principal Accountabilities***

1. Prepares, assists, and oversees the development of the ISL budget forms submitted to the state legislature.
2. Works with central offices/bureaus to develop non-personnel operating requests and examine current year spending on a quarterly basis.
3. Analyzes departmental non-personnel operating requests and makes funding recommendations.
4. Works with BIP to execute necessary changes to the budget mainframe system.
5. Assists in developing supplemental materials provided to budget development personnel and budget background material to upper management.
6. Summarizes all departmental budget bills and amendments.
7. Works on federal funds and headcount projects.
8. Performs other duties as required.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.